

NATIONAL GUARD OF ARIZONA

**Support Personnel Management Office
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Phoenix, Arizona 85008-3495**

22 May, 2000

ACTIVE GUARD/RESERVE (AGR) HANDBOOK FOR SUPERVISORS, AGR SOLDIERS, AND DEPENDENTS

PURPOSE: This handbook is designed to assist commanders, supervisors, Active Guard/Reserve (AGR) soldiers, and their dependents in becoming familiar with the AGR Military duty program of the Arizona Army National Guard. It is a consolidated source of information and is intended to provide an overview of the AGR program. It highlights most of the benefits and services available, as well as providing a summary of rights and responsibilities of AGR soldiers. For specific details of the AGR Program, refer to NGR 600-5 and the regulations listed as references throughout the text.

SCOPE: This handbook is for guidance only and does not modify nor supersede requirements of applicable Army, National Guard Bureau, The Adjutant General's Office for Arizona Regulations, or Directives. It is not designed or intended to replace existing or forthcoming benefits and applicable NGB and AZ ARNG regulations. If questions arise concerning specific details of AGR program management, which are not answered in NGR 600-5, refer to the appropriate regulation. For additional information or assistance contact the AGR section, DSN: 853-2948/2913/2852 or commercial: (602) 267-2948/2913/2852.

SUPPLEMENTATION/CHANGES: Supplementation or changes to this handbook will be made by the MILPO through official memorandums of policy or by notices in the AGR Newsletter. Users are invited to send comments and suggested improvements directly to AZAA-PRA-RT, ATTN: AGR BENEFITS.

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Chapter 1: General

1-1. Military Justice and Discipline

AGR soldiers are subject to the Arizona Code of Military Justice, found in Title 26 of the Arizona Revised Statutes, while serving on AGR under authority of Title 32 USC 502 (f). Administrative guidance for AGR soldiers is given in AR 135-175, AR 135-178, and NGR 600-5.

AGR soldiers are expected to maintain standards of conduct required of all military personnel, regardless of assignment, and to avoid conflicts and the appearances of conflicts between private interests and official duties.

AGR soldiers will be required to review NGR 600-5. Commanders and supervisors are required to provide AGR soldiers with the required semiannual standards of conduct briefing.

When serving outside the continental United States (OCONUS), AGR soldiers are on Title 10, USC 672(d) assignment, and therefore are subject to the Uniform Code of Military Justice (UCMJ).

1-2. Privacy Act

The military records of AGR soldiers are protected under the Federal Privacy Act. For guidance, refer to AR 340-21 and contact the JAG office (AZAA-SJA) before disclosure of personal information. The following information is normally releasable without a clearly unwarranted invasion of personal privacy:

- Full Name
- Rank
- Date of Rank
- Gross Salary
- Past Duty Assignments
- Present Duty Assignment
- Future Assignments that are Officially Established
- Office or Duty Address and Telephone Numbers
- Source of Commission
- Promotion Sequence Number
- Awards and Decorations
- Attendance at Professional Military Schools
- Duty Status at any Given Time

1-3. Equal Opportunity

The AGR program will be free from discrimination based on race, color, religion, gender, national origin, political affiliation, length of service, employment status, or non-disqualifying age or handicap. The objective of equal opportunity is to ensure fair treatment of all soldiers based on merit, fitness, capability and readiness. See NGR 600-21, NGR 600-23, and AR 600-21.

1-4. Substance Abuse

Substance abuse (alcohol and drugs), either on or off duty, will not be condoned in the AZ ARNG. Supervisors suspecting substance abuse should refer to the appropriate ARs or contact the Employee Assistance Program Coordinator/Equal Employment Opportunity Office for assistance. See AR 600-85 and AR 635-200.

1-5. Political Activity

There are some restrictions that apply to Federal employees, including AGR soldiers, regarding certain political activities. These details are published under separate memorandum. If you have any questions concerning these matters, contact the AGR office for further information.

1-6. Recruitment

Vacancy announcements for the competitive fill of AGR positions are published by the AGR Staffing Manager (AZAA-PRM-A). These vacancy announcements are distributed to the units throughout the state and are required to be posted on unit bulletin boards. They are also located in the AGR Jobs section of the Arizona National Guard Home Page on the Internet (www.azng.com).

Selection boards will recommend applicants with the best qualifications and potential. See Memorandum: Career Management Program.

1-7. In-processing

All soldiers entering the AGR Program must in-process through the AGR Benefits section (AZAA-PRA-RT). Personnel should make an appointment with the AGR Benefits Representative at the earliest opportunity to complete their pay processing. Timeliness may make the difference between getting paid at the end of the current month or 30 days later. Member needs to bring in the following to in-process:

- Marriage License (if applicable)
- Birth Certificates of children (if applicable)
- Mortgage or Rental information
- Divorce Decree (if applicable)
- Social Security Card
- Military ID
- Copy of all previous DD 214's
- SF 1199A (Direct Deposit Form) completed by bank
- PCS claim with copy of 1199A (if applicable)
- 1588 Travel History Card (if transferring from different state)

Certificate of Agreement and Understanding (Encl 1), will be signed before any action is taken toward in-processing. The soldier will be given an In-processing Orientation Guide (Encl 2) for ARNG AGR Soldiers for in-processing. This form is to be completed and returned to the AGR Office.

Each unit will assign a sponsor to a newly assigned AGR soldier in accordance with AR 612-11, DA Pam 612-1, and AZ Pam 601-280.

1-8. Security Clearances

All officers and warrant officers must have at least a secret clearance. AGR enlisted soldiers must have a security clearance if required by AR 611-201, by the MOS within the MTOE/TDA position, or as designated by the Commander.

If the grade or position requires a security clearance and if the results of an investigation are unfavorable, immediate action will be taken to terminate the soldier's tour.

Chapter 2: Benefits and Entitlements

2-1. Insurance

Individuals on active duty may be covered under the Servicemen's Group Life Insurance (SGLI) program for up to \$200,000. Upon retirement, the SGLI may be converted to Veteran's Group Life Insurance (VGLI) within 120 days of release from active duty. When the amount of SGLI coverage is changed by law, a soldier who has elected less coverage or elected not to participate must complete a new VA Form SGLV 8286.

2-2. Dependency and Indemnity Compensation

DIC is paid to survivors of service members who die in the line of duty on active duty, active duty for training (ADT), or while traveling to or from ADT. It may also be paid to survivors of some totally disabled veterans. Payments are made monthly and are based on the pay grade of the deceased. Additional payments may also be made for dependent children.

2-3. Death Gratuity

A lump-sum death gratuity is payable to the spouse of a soldier who dies on active duty or ADT. It is also paid if the death is the result of service-connected causes and occurs within 120 days of discharge, retirement release from ADT. If there is no surviving spouse, the gratuity is paid to surviving children, parents, sisters or brothers. The gratuity is computed by multiplying soldier's total pay (but not allowances) by 6. The maximum, however, is \$6,000 regardless of the deceased soldier's pay.

2-4. ID Cards

AGR soldiers will be issued a military identification card (DD Form 2A-green) upon entry into the AGR program. These cards are issued and renewed at the Soldier Support Center in Phoenix.

The ID card identifies the AGR soldier as a member of the Armed Forces and further identifies the benefits and privileges to which the soldier is entitled, such as medical care, post exchanges and commissary privileges. The ID card may not be used by anyone except the individual to whom it is issued.

Dependents of AGR soldiers are eligible for a Uniformed Services Identification and Privilege Card - DD Form 1173 (AR 640-3). AGR soldiers must be properly enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) in order for the soldier and his dependents to be eligible for Department of Defense benefits. Enrollment in DEERS is accomplished by completing the DD Form 1172, Application for Uniformed Services Identification and Privilege Card. Dependent ID cards are issued at the Soldier Support Center or any active duty military base.

2-5. Benefits

AGR soldiers and their dependents and beneficiaries are entitled to any benefit provided by law to personnel on federal active duty and their dependents, except as limited by VA benefits (See para 2-9). Included in the benefits package are:

- Exchange and Commissary privileges.
- Space available travel within CONUS, to include Hawaii, Alaska, and Puerto Rico. (Note: Not available to dependents)
- Officer and NCO club.
- Military recreation facilities.
- Burial flag.
- Military Red Cross assistance.
- Emergency Relief - Army.
- Military Death Gratuity.

2-6. Medical Benefits

Medical care for AGR soldiers is detailed in Chapter 7 of this document.
Dependents medical care:

General. In order to obtain health benefits at either a military facility or civilian facility (through Tricare), the AGR soldier's eligible dependents **MUST BE** entered in the Defense Enrollment Eligibility Reporting System (DEERS). (The AGR soldier is automatically entered into DEERS upon entry into active duty). This is accomplished for dependents through the application for dependents' ID cards, DD Form 1172. It is extremely important that all children, regardless of age, be entered on the DD Form 1172 to initiate entry into DEERS. (Children under 10 are not issued ID cards, therefore, are not listed on the front of the DD 1172 when using the un-revised version). Call the AGR benefits office for verification of enrollment.

Use of military facilities. Medical care is authorized in uniformed services medical facilities for eligible family members of AGR soldiers when the commander of the medical facility, or designee, determines that space and facilities are available and the capabilities of the professional staff are sufficient for that purpose. Family members are eligible for many types of care in uniformed services facilities. Family members are also eligible for civilian health care with Tricare. The dependent obtaining medical care must have their dependents ID card to obtain services. For children under 10, necessary data will be obtained from the sponsor's ID card. If an Active Duty card is used the letters (AD) should follow the number. Health Benefits advisors are available to answer entitlement questions at the active duty military installations. Base telephone operators can give you the number of the advisor on their base.

TRICARE - the Department of Defense's comprehensive medical program for active-duty personnel, retirees and family members of all military services - is designed to expand access to care, maintain quality of care, control medical costs for patients and taxpayers alike, and improve medical readiness. Tricare is the Department of Defense's three-option managed health care program for the military. It replaced CHAMPUS, and supplements the military's health care facilities. Tricare is modeled after civilian health-maintenance organizations, or HMO's, and is managed by the military, though services are provided by both military doctors and participating contract doctors and facilities. Active-duty personnel will be automatically be enrolled in Tricare Prime and will receive health care with no out-of-pocket cost. Personnel will have to choose from one of the three Tricare options - Prime, Standard or Extra. Beneficiaries should contact the Health Care Provider (HCP), located at the nearest uniformed service hospital to determine civilian medical care coverage. It is advisable to make this determination before medical emergencies arise. Each unit library and the AGR office has copies of the TRICARE Handbook available, which is an excellent ready reference on TRICARE coverage and procedures.

In general, TRICARE benefits are available to an AGR soldier's spouse and unmarried children up to age 21 or 23 if enrolled in full-time college or university. However, coverage will end on the day of the 23rd birthday regardless of the school year. Benefits are also available to severely handicapped dependents over 21 years if the condition existed prior to the 21st birthday. Certain dependents under age 65 are covered if they meet the basic eligibility criteria. The health benefits advisor can assist in determining eligibility.

Tricare Prime enrollees do not require a Non-Availability Statement (NAS) when they receive a referral authorization from the Health Care Finder. A NAS is not required if the enrollee has and uses other health insurance for the services needed.

Emergency civilian medical care may be covered by following the guidelines in the TRICARE Handbook.

For further information see Tricare handbook.

Dental: For information, see separate publication "Your Dental Benefit Booklet," which can be obtained at you local Tricare Service Center, AGR Benefits Office or call the dental plan contractor, United Concordia, at 1-800-866-8499.

Eyeglasses: Tricare will not pay for eye glasses or contacts, except under very limited circumstances, such as corneal lens removal. However, Tricare will cover one

routine eye examination per 12-month period for active-duty families only. An eye exam would be covered for any Tricare Standard-eligible person if the exam is related to a covered medical condition, such as cataracts or and eye injury.

Submitting claims: In the event you receive a bill or pay for authorized services, submit the following information, with a copy of the bill, on the DD Claim Form 2642, available at the Tricare Service Center :

- The sponsor's name, address, Social Security Number, date of birth, and the name of the patient.
- The name and address of the provider of service and date(s) of services (if not on the bill).
- A brief explanation of why you needed care, including the diagnosis, if you know it.

Send the completed claim form and a copy of the itemized bill to Palmetto GBA (Palmetto Government Benefits Administrators) PO Box 870026, Surfside Beach, SC 29587-8726. Toll Free phone 1-800-225-4816. If you are in the Yuma area send your claim to Palmetto GBA (Palmetto Government Benefits Administrators), CHAMPUS CLAIMS, PO Box 870001, Surfside Beach, SC 29587-8701. Toll Free phone 1-800-930-2929. See Tricare Standard Handbook for more information.

2-7. Legal Assistance

All AGR soldiers and their families are currently entitled to receive legal assistance at any Armed Forces Legal Assistance Office (Staff Judge Advocate Office [SJA]). Your identification card is your "passport" to this benefit. Services are provided in areas such as marriage, separation, divorce, adoptions, bankruptcy, consumer affairs, debtor-credit problems, tax matters, landlord-tenant problems, home purchases, wills, and civil litigation.

The SJA will:

- Answer operational legal questions if you need an interpretations of a regulation.
- Assist in service connected legal needs (adverse personal actions, rebuttals to reports of survey, military justice actions.

If you have difficulties in contacting a military attorney, use the chain of command to seek assistance. You may contact a Judge Advocate Legal Assistance Officer at the nearest military installation or the HQ STARC Staff Judge Advocate Officer.

2-8. Financial Assistance for Education

All soldiers are encouraged to participate in civilian educational programs, as education increases career performance and potential. Financial assistance and federally supported programs which may be available for AGR soldiers are as follows:

- The Montgomery GI Bill
- The Army Continuing Education System (ACES)

Questions concerning these programs should be directed to the State Education Officer at the Soldier Support Center.

2-9. Home Loans

The Veterans Administration (VA) will guarantee loans made by commercial lenders to eligible veterans for the purpose of buying a home. While Title 32 AGR service does not qualify for VA home loans membership in the National guard may qualify a soldier for VA home loans depending on length of service. Included are mobile homes, mobile home lots, some types of condominiums and improvements on existing homes. The loan guarantee benefit is available to World War II, Korean conflict and Vietnam era veterans who served on active duty for at least 90 days. Other veterans who served between wars or after 7 May 1975, must have served at least 181 days of continuous active duty under Title 10. Unmarried surviving spouses of soldiers who die on active duty or from service-connected causes are also eligible for loan guarantee benefits.

For the purpose of Title 38, US (VA), service in an AGR status under 32 US 502 (f) is considered to be active duty for training. Service in an AGR status under Title 32 may not be considered by the VA to be qualifying service for a variety of VA benefits. However, any period of AGR service under Title 32, during which an individual dies or is disabled from a disease or injury incurred or aggravated in the line of duty, is active military service under 38 US 101 (24).

A disabled soldier who is later discharged or released from AGR service under any conditions other than dishonorable may be considered by the VA to be a “veteran”, as defined in 38 US 101 (2). Such personnel determined by the VA to be veterans may be eligible for VA benefits. All questions of entitlement to benefits under Title 38 are determined by the VA rather than by DA. Because these benefits are subject to revision contact your local VA office listed in the telephone book for specific benefits.

2-10. Clothing Issue and Allowance

Enlisted soldiers will accrue a monthly clothing allowance after being, on active duty for six months. It is the responsibility of the individual to check clothing records to ensure that they have been issued their entire authorization of uniforms for an active duty soldier. Fair wear and tear should also be checked. After the six-month period, turn-in is not authorized, and all clothing must be purchased.

- The monthly clothing allowance will be accrued and paid only once a year in the anniversary month that the AGR tour began.
- Full-time Recruiting Force (FTRF) soldiers who hold PMOS 79T are entitled to one complete, additional Army green uniform and a supplemental monetary allowance to purchase an Army blue uniform.

Officers are authorized \$100 active duty uniform allowance upon entry into the AGR program. This is only for officers who have not received any type of active duty uniform allowance within the last two years. It will be included on their initial entry to the AGR program. Contact the AGR office for any questions.

2-11. Organizational Clothing and Equipment

AGR soldiers, except FTRF and FTARF, are authorized issue of full allowances of OCIE. FTRF and FTARF soldiers are issued items required to accomplish minimum field and testing requirements (such as, helmet, belt, first aid pouch, ammunition pouch, canteen, and poncho) when needed.

2-12 Retirement

AGR soldiers are eligible for retirement from active duty (AGR) upon completion of 20 years accumulated active federal service which includes AGR, full-time training duty (FTTD), active duty special work (ADSW), annual training (AT), extended active duty (EAD), initial active duty for training (IADT), active duty for training (ADT) and all other types of active service under Title 10 USC or Title 32 USC 502-505. Week-end drill and other type status is not counted towards active federal service time.

AGR soldiers retiring after 20 years of active federal service retire at the grade held on the date of retirement, unless entitled to a higher grade under some other provision of law. They are entitled to be advanced on the retired list to the highest grade held on AD once they complete 30 total years (total active duty time and retired time inclusive).

AGR soldiers eligible for retirement at age 60 require a highest grade held determination by the Secretary of the Army and will advance to that grade. They will also receive full credit for IDT retirement points and active federal service.

Retirement annuities must be requested by the retiring soldier. An application for retirement, DA Form 2339, may be submitted no earlier than six months and no later than three months before they qualify for retirement. The DA Form 2339 is completed by the MILPO office and should be signed by the MILPO manager.

Soldiers must arrange for a retirement physical examination at a qualified federal facility no earlier than six months nor later than three months prior to retirement date.

When retiring with 20 years of active federal service, soldiers are entitled to receive an immediate annuity with all rights and privileges of Retired Regular Military except certain VA benefits (VA disability benefits are authorized). Soldiers will not receive retired reserve pay at age 60 if already retired from Active Duty.

Retirement privileges are provided in addition to retirement benefits. Those privileges are not guaranteed and may not be extended to retirees at all times. Family members who are entitled to ID cards are also eligible for the privileges. With the exception of PX and Commissaries, retirees can be excluded from using facilities deemed inadequate. Commissaries are open to retirees at all installations in the United States, regardless of adequacy. The same is usually true of Exchanges. Other facilities, such as recreational services activities, libraries, open messes, chapels and theaters are usually open to retirees. Legal assistance is available, except for business purposes.

2-13. Survivor Benefit Plan (SBP)

Privileges continue after the retiree's death for family members who remain eligible for ID cards, but retirement pay does not. Participation in the Survivor Benefit Plan, however, will ensure that as much as 55 percent of the retiree's pay continues to go to survivors. SBP is relatively inexpensive, considering the potential benefits. The cost and benefits paid depend on the base amount and beneficiary category selected by the

retiree. An important feature of the SBP is the cost of living adjustment. The base amount, benefit and cost are adjusted whenever retirement pay is, by the same percentage.

Although the retiree is not taxed on the portion of retirement pay that is deducted for SBP, the benefits are taxable. Members on active duty are covered under SBP automatically and is cost free while on active duty. The SBP program will be covered as part of out-processing for retirement. If you do not elect to be covered by SBP upon retirement your spouse must sign a release form of understanding.

2-14. Medical Retirement

AR 635-40, Physical Evaluation for Retention, Retirement or Separation is specific and detailed. Therefore, to prevent any misunderstanding about medical retirement, refer directly to the regulation and your chain of command. See Para 7-10, Medical Evaluations Boards (MEB).

2-15. Temporary Duty Travel

AGR soldiers are authorized TDY allowances for travel performed away from their duty station under competent orders (DD Form 1610). Levels of allowances are detailed in the JTR and depend on the availability of government quarters and rations at the TDY station. The monetary figures reflected on orders are budget estimates and could be more or less than the actual payment received.

AGR soldiers are entitled to carry the Government Credit Card. The member would then draw their advances, not more than 5 calendar days prior to the departure date, via an ATM. The advances should be limited to cover the meals and incidental portion of their per diem allowance plus miscellaneous reimbursable expenses that cannot be charged to their card. Examples of these miscellaneous expenses include, but are not limited to, taxis, local public transportation, tolls, parking fees and gasoline. Cardholders are not allowed to use funds withdrawn from ATMs to pay for lodging, rental cars or commercial transportation such as airline tickets, as these items can be charged on the charge card. Cardholders may claim reimbursement of ATM fees by listing the expense in the reimbursable portion of their travel voucher as "ATM Advance fee", list the total amount of withdrawal and the amount of the fee(s). In special cases where a traveler needs a travel advance and does not have an VISA card, the traveler may request issuance of an advance through the USPFO, Voucher Section. The request for advance, STARC AZ Form 1351R, must arrive not later than 21 days prior to the date of departure on the travel orders. Attach one copy of all applicable orders to include amendments. Request received via fax are acceptable. Advances, after computation, less than \$50.00 will not be processed.

Claims for travel reimbursement are made by submitting DD Form 1351-2 with orders, lodging receipts and other applicable documents through the chain of command to the Travel Section at AZAA-PFC-VP. For more information see Chapter 9.

Chapter 3: Professional Development

3-1. Career Management Program

The purpose of the AGR Career Management Program is to afford an individual AGR soldier the opportunity to achieve upward mobility that is consistent with manpower constraints and the needs of the AGR program in order to qualify for retirement in the AGR program. This guidance is not intended to raise an individual AGR soldier's career expectations unrealistically. Achievement of sufficient years of full-time duty to qualify for retirement will require careful planning by the individual AGR soldier, who has the primary responsibility for the management of their own career.

The objective of the AGR Career Management Program is to provide as much upward mobility as possible for those AGR soldiers who have demonstrated the most potential for increased responsibility and are willing to relocate when necessary. AGR soldiers may be reassigned without consent and without geographical limitations within the boundaries of Arizona to meet the needs of the service. AGR soldiers should strive to become qualified for higher graded positions in the current MOS/SSI and additional MOS/SSIs. Cross training in additional MOS'S, job performances, and attendance at service schools is a must for career planning and upward mobility. See Memorandum: Career Management Program.

3-2. MOS Qualification

AGR soldiers will be qualified for their assigned MTOE/TDA positions. These positions will be in accordance with the NGB staffing guides.

Soldiers may be conditionally assigned to other positions when not MOS qualified provided they have the potential to become qualified within 12 months of assignment. A plan, specifying how and in what time frame the soldier will become qualified, will be prepared by the soldier's commander, administrative officer, and full-time supervisor. The plan, including NGB Form 64, will be forwarded to the MILPO, ATTN: AGR Staffing Manager within 60 days of assignment with a copy maintained at unit level.

Soldiers who do not become MOS qualified within 12 months will be reassigned to positions for which they are qualified or separated from the AGR program.

If through no fault of their own a soldier is unable to become MOS qualified within 12 months, a request for an extension with a specific plan and time period may be submitted through the AGR Staffing Manager to the National Guard Bureau.

3-3. Leader Development

It is the responsibility of each AGR soldier and their supervisor to understand the requirements for promotion and upward mobility within the AGR program. Tour continuation is not contingent upon promotion or completion of professional courses.

AGR soldiers must attend the active component leadership courses required for their MOS/SSI and skill level, and be MOS/Branch qualified. See Memorandum: Leader Development Requirements.

3-4. Duty Hours

Full-time AGR soldiers normally work the same schedule as other Full-Time Support (FTS) personnel. Additional duty beyond normal duty hours may be required to support the unit mission. Compensatory time will not be granted for additional duty beyond normal duty hours. Passes may be granted in accordance with AR 630-5 and NGR 600-5. See Chapter 4, Military Leaves and Passes. Flex-time is authorized for AGR soldiers at the discretion of the full-time supervisor and in accordance with state policy.

3-5. Utilization of AGR Soldiers

All AGR soldiers are required to maintain membership in the ARNG. They must perform the duties of the military MTOE/TDA position to which assigned and duties the commander and supervisor have established for them.

AGR soldiers will participate with their unit of assignment during Unit Training Assemblies (UTAS) and Annual Training (AT) to include deployments, special projects and exercises.

AGR soldiers may participate in exercises or deployments outside the Continental United States or its boundaries, Guam, Puerto Rico or the U.S. Virgin Islands while in Title 32 USC 502 (f) status. However, upon deployment, soldiers will automatically assume status as Title IO.

AGR soldiers may be utilized to assist in state active duty missions and continue to be entitled to Federal pay and benefits under either of the following:

- The unit in which an AGR soldier is assigned is called or ordered to State Active Duty. The AGR soldier must continue to perform substantially the same duties as those normally performed in the AGR program. In this instance the AGR soldier will not be in leave status and is not entitled to state compensation.
- The AGR soldier's unit of assignment is not activated, but the soldier is in an official leave status, volunteers for and remains on duty during the entire state active duty period. An AGR soldier is entitled to retain state compensation while performing state active duty while in a leave status.
- AGR soldiers who normally perform their regular duties at an armory may be utilized to support state mission use of that armory, provided the state mission does not interfere with the performance of regular AGR duties. AGR soldiers, other than those regularly assigned to the armory on a full-time basis, will not be used for these purposes in an AGR status.
- An AGR soldier cannot be ordered to state active duty, other than during the activation of the entire unit, or be required to take leave to perform state active duty.

3-6. Excess, Over-grade, and Reorganizations

In the event an AGR soldier becomes excess or over-grade due to force structure changes, the soldier may be given a priority, consistent with appropriate regulations and policies, in assignment to other AGR authorized positions.

The MILPO (AGR Staffing Manager) will establish and maintain a “Priority Placement/Consideration Register”. The register will contain the names of full-time AGR soldiers who become over-grade or soldiers who become excess to staffing guide requirements due to force structure changes. See Memorandum: Career Management Program.

3-7. Double Slotting

AGR soldiers must be the sole occupant of the MOTE/TDA (Para/Lin) FTS position to which assigned. In addition, creating duplicate MTOE/TDA (Para/Lin) numbers for AGR soldiers is also unauthorized.

For multiple line entries, the AGR soldier must be the sole occupant of a position. For example, if a unit has a multiple line entry of 9 positions, with 1 AGR soldier and 8 M-Day soldiers, the maximum number of soldiers assigned, AGR and M-Day, cannot exceed 17. Soldiers double slotted must be properly coded in SIDPERS. The key issue is that in actual operations the AGR soldier must be in a position to be mobilized with the unit in that position. This policy is consistent with Congressional intent that AGR soldiers are the sole occupant of FTS positions.

3-8. Mandatory Release Dates

Officers and Warrant Officers will have a mandatory release date from the AGR service upon reaching 20 years of Active Federal Service (AFS) or their MRD date which ever is sooner.

The mandatory release dates for enlisted is as follows:

- SSG and below 20 yrs AFS
- SFC 24 yrs AFS
- MSG 27 yrs AFS
- SGM 30 yrs AFS

Extensions beyond 20 years of AFS for officers and enlisted SSG and below and extensions beyond the Mandatory Release Dates for enlisted SFC and above must be approved by NGB.

3-9. Physical Requirements

AGR soldiers must meet the height and weight requirements of AR 600-9. Being Flagged precludes any favorable action.

All AGR soldiers will participate in Physical Fitness Training in accordance with AR 40-501, AR 350-15, FM 21-20 and AZ ARNG Pam 350-10. AGR soldiers must successfully complete the Army Physical Readiness Test (APRT) semi-annually. AGR soldiers will not be promoted nor can they apply for AGR positions if they have not met the APFT requirements within the last six months. The following State policy applies for soldiers who repeatedly fail the Army Physical Fitness Test (APFT):

- Commander will bar from reenlistment or process for separation enlisted soldiers without medical profiles who repeatedly fail the APFT per AR 635-200. Commanders will request withdrawal of Federal recognition IAW paragraph 8f, NGR 635-101 for officers who repeatedly fail the APFT.
- Commanders will bar enlisted soldiers with six (6) months or less remaining of the Reserve obligation per NGR 600-200.
- Commanders will process for separation those soldiers with greater than six (6) months remaining on their Reserve obligation. Also they will process separations and requests for separations and requests for board action per AR 135-178.

Physical fitness training is required for all AGR soldiers. See the Memorandum, Physical Fitness Training for AGR Soldiers (ARMY), for details concerning the requirements of this program.

Physical profiles (PULHES) must meet the requirements of the MOS, in accordance with AR 611-201, for initial award of that MOS. In accordance with Army and National Guard Bureau policy, all AGR soldiers with permanent profiles (DA 3349) with permanent 3's in the PULHES will be required to appear before a medical MOS Review Board (MMRB) at an active Army military installation. For Arizona, MMRB's will be held at Ft. Huachuca.

The administrative screening board is charged with the responsibility of comprehensively evaluating a soldier's ability or inability to physically perform PMOS or specialty code tasks in worldwide field environments. The MMRB will recommend to the convening authority:

- A soldier's retainability in PMOS or specialty code
- The requirement to be reclassified
- Probationary status with deferred determination
- Referral to the Army's physical disability system

Soldiers recommended for reassignment will be reviewed by the AGR office to determine if the reassignment is feasible within the Active Guard limitations. The soldier will have one year before separation to find a compatible assignment. Appointments will be coordinated through the AGR office for the MMRB and any additional requirements. Soldiers with 3's will be notified by Ft. Huachuca of the date and time of their appearance before the board.

To be eligible for the MMRB, soldier's profiles must be current within 12 months of the date of the MMRB. Appointments for review and update of profiles will be initiated by the AGR office.

Any questions concerning medical profiles may be directed to the Staffing Manager in the AGR office.

AGR soldiers over age 40 will be screened in accordance with AR 40-501. See Chapter 7: Medical Care.

3-10. Awards and Decorations

Army AGR soldiers are eligible to receive and wear state awards, decorations, medals and badges as part of the prescribed uniform.

Policy, processing procedures and approval authority for Federal awards will be as prescribed by AR 672-5-1. For the purpose of entitlements to awards under 672-5-1, AGR service is considered to be for Active Federal Service purposes.

Enlisted AGR soldiers are eligible for the Good Conduct Medal (GCMDL) upon recommendation by the commander and as prescribed by AR 672-5-1. They are also eligible for award of the Army Reserve Components Achievement Medal (ARCAM). While not precluded by regulation, individuals will not receive the ARCAM and GCMDL for the same period of service.

The GCMDL and the ARCAM are awarded to enlisted soldiers on the basis of exemplary behavior, efficiency, and fidelity. Both are selective awards and are not intended to be awarded to everyone. They may be awarded and orders prepared at 06 level of command, eliminating the need to forward requests to SPMO.

AGR soldiers are also eligible for award of the Armed Forces Reserve Medal based upon their membership in the Army National Guard.

3-11. Performance Reports

Officer Efficiency Reports (OER) and NCO Evaluation Reports (NCOER) will be prepared IAW AR 623-105 or AR 623-205 respectively. The full-time supervisor for the AGR soldier must be included in the rating chain. The rating chain for AGR soldiers will be posted on the unit bulletin board IAW NGR 600-5.

3-12. Enlisted Promotions under Select-Train-Promote-Assign (STPA)

The STPA program is a National Guard Bureau (NGB) directed program designed to provide a fair and equitable promotion process. It identifies the most qualified soldiers with a demonstrated potential and places them into unit vacancies. This promotion process will affect all soldiers in the grades of SPC through MSG within the ARNG. The program establishes priorities for training, promotions and assignments. Certain aspects of this program have been modified by the Adjutant General (TAG) to enhance personnel administration.

The Select-Train-Promote-Assign program is a multiphase system designed to place the best qualified soldiers in leadership vacancies. The STPA program is accomplished through four complex steps. The steps are as follows:

- **Select.** Soldiers are “selected” for vacancies based on their overall career performance. This performance is represented as points awarded through career accomplishments. The soldier with the most points receives the lowest sequence number (highest placement) on the promotion list. The soldier highest on the list, if eligible and available, is offered the position. Once accepted, the soldier is granted “select” status. The soldier may remain in a “select” status until promoted or removed through command action.

- **Assign.** Once soldiers are granted “select” status, they are assigned to the unit vacancy for which selected. Upon acceptance, all administration and training responsibilities rest with the gaining organization. Soldiers are required to clear their former unit, normally within 30 days of acceptance. Orders will not be withheld pending unit clearance.
- **Train.** Soldiers with sequence numbers above the priority of training line and soldiers in “select” status have priority for the non-commissioned officer education system (NCOES) course or courses required for promotion to the next grade. When above the priority of training line, the training will normally precede the selection. All school applications require the soldier’s sequence number and if “selected”, and STPA control number. Military occupational specialty training, where required, takes priority over NCOES training and must be accomplished first.
- **Promote.** Once soldiers complete the requirements for promotion in their selected position, their chain of command will initiate promotion. Soldiers selected and fully qualified will be promoted concurrently with their assignment to the position for which selected. Soldiers requiring NOCES will be promoted with an effective date and date of rank (DOR) as of the day following completion of all required training. AGR soldiers, if fully qualified, will be promoted with an effective date and DOR as of the day a controlled grade allocation becomes available. Promotion authorities will establish procedures that insure soldiers are fully qualified, meeting all criteria, before promotion.

For more information on the STPA program see STARC AZ Pamphlet 600-200.

3-13. Officer Promotions - Reserve Officer Personnel Management Act (ROPMA)

ROPMA institutionalizes the concept of “best qualified” into our system of promotions. This means that officers will no longer be promoted on the basis of meeting the minimum qualifications (the old “fully qualified” standard). Promotions will be competitive, going to those who possess the best qualifications for service in the next higher grade. Simply having the minimum qualifications will not be enough. Everyone under consideration will meet that standard. The highly competitive officer will have a personnel record which documents education, both military and civilian, well beyond the minimum requirements. It will also show a history of success in a series of progressively more complex and challenging assignments. Finally, it will document that other military standards, such as APFT and weight are being satisfactorily maintained. For more information on this see STARC AZ Pamphlet 600-3.

Chapter 4: Military Leaves and Passes

4-1. General

All leaves, passes, permissive temporary duties and federal public holidays for AGR soldiers are administered as prescribed in AR 630-5.

Commanders and supervisors must encourage all AGR soldiers to use their entire 30 days leave each year. Soldiers who refuse to take leave when the opportunity is afforded them by command annual leave programs must be counseled regarding their obligations to execute military programs and policies. Individuals must be cautioned that such refusal may result in the loss of earned leave at the end of the fiscal year.

4-2. Leave Accrual

AGR soldiers are authorized absences in accordance with AR 630-5 (All Ranks Update). Soldiers are entitled to leave with pay and allowances at the rate of ½ day per 6 days of active duty (2 ½ days per month). Accumulation of accrued leave at the end of the fiscal year normally will not exceed 60 days. Leave in excess of 60 days on 30 September is lost. Use-or-Lose leave taken at the end of the fiscal year which is not posted in September will automatically be applied toward any leave lost when later collected.

4-3. Types of Chargeable Leave

Ordinary Leave. Pre-approved leave submitted on DA Form 31.

Extension of Leave. Soldiers may request an extension of leave by calling the leave approving authority in advance of the authorized return date. If disapproved the soldier must return to duty at the normal return date.

Advance Leave. Advance leave may be granted to soldiers without adequate accrued leave for the purpose of resolving emergency and/or urgent personal and morale problems. Advance leave will not exceed the number of days the soldier will earn before ETS which is indicated on the LES (ETSBAL). Advance leave in excess of 30 days must be approved by NGB.

Emergency Leave. Emergency leave may be granted for a period up to 30 days when a personal problem exists in the immediate family of the soldier or spouse. A determination of emergency is based on the judgment of the approving authority using the guidelines in Table 6-1 of AR 630-5. American Red Cross verification is not required, but is a tool to be used when there is any doubt as to the nature or extent of the emergency.

Leave awaiting orders. Leave awaiting orders resulting from disability separation proceedings.

4-4. Types of Non-Chargeable Leave

When a soldier performs duty for more than half of the normal work hours on the day of departure and/or the day of return from leave then that day is not chargeable. When a soldier returns from leave on a non-duty day (weekend, holiday, etc.), that day is not chargeable.

Excess Leave. Excess leave is leave in excess of accrued or advance leave. Soldiers on excess leave are not entitled to pay and allowances and do not accrue leave. Soldiers are cautioned that there is no entitlement to physical disability retired pay should

the soldier incur a physical disability while in an excess leave status. Excess leave is granted for emergency or urgent situations when the soldier has no accrued or advance leave. Excess leave may be approved by the following commanders: 05 Commander, 30 days; Adjutant General, 31-60 days; NGB, over 60 days.

Convalescent Leave (CVL). Leave authorized for the purpose of expediting a soldier's return to full duty after illness or injury. Hospital commanders or their designee's may grant up to 30 days CLV if the soldier is assigned/attached to the medical hold unit. Unit commanders may grant CLV upon recommendation from a physician. Such leave when added to CLV authorized by the hospital cannot exceed a total of 30 days CLV. Only hospital commanders can approve CLV in excess of 30 days and cannot delegate this authority. Soldiers who give birth may be authorized up to 40 days CLV. However, there is no entitlement to routinely authorize any specific length of CLV for this purpose. As in all cases of CLV, the period must be limited to the amount of time essential to the soldier's medical needs. Any convalescent leave in excess of 30 days must be approved by NGB.

Hospitalization/Sick in Quarters. Soldiers who are hospitalized or determined to be medically unfit for duty while on leave are not charged leave for the period of hospitalization or illness. Upon hospitalization medical authorities will notify the soldier's unit immediately. Unless otherwise directed by the commander that granted the original leave, soldiers revert to leave status of the unexpired portion of leave upon completion of hospitalization or illness.

Parental Care. Soldiers who become pregnant while on active duty will continue to perform duties during the prenatal period, limited by a temporary physical profile, when required. See AR 40-501, Chapter 9. Should the attending physician determine duty is no longer feasible due to complications which preclude any type of duty responsibility, the soldier will be placed sick-in-quarters until able to return to duty or hospitalization.

4-5. Permissive TDY (PTDY)

PTDY cannot be granted for the performance of public business. When public business is performed at any time during an absence, the soldier is entitled to travel allowances regardless of any statements of intention otherwise by either the soldier or approving authority. PTDY is performed at no expense to the government and is intended for activities of a semi-official nature and which are mutually beneficial to performance of the soldiers assigned duties. See AR 630-5 for examples of authorized PTDY.

Soldiers involuntarily separated from AGR tours are authorized up to 20 days of PTDY as follows:

- Officers or enlisted soldiers selected by Selective Early Release/Retirement Boards.
- Officers and enlisted soldiers with a mandatory retirement date (MRD)
- Officers identified for separation as a result of reduction in force (RIF).
- Enlisted soldiers denied further continued service as, a result of retention control points (RCP). (This would include Tour Continuation Boards)
- Enlisted soldiers identified for separation under the provisions of the Qualitative Management Program (QMP).

- Officers and enlisted soldiers with an approved voluntary retirement.
- Officers and enlisted soldiers with an approved separation under the VSI/SSB Program.

4-6. Passes

Unlike leave, passes are not part of the soldier's rights. They are privileges awarded to deserving members by their commander/supervisor. Passes are granted for fairly short periods of time and are not chargeable as leave. AR 630-5, Chapter II, All Ranks lists the types of passes authorized. These are:

- **Regular.** The performance of duty and conduct of most soldiers will earn them the privilege of being on regular pass during off-duty hours. However, soldiers may be denied the pass privilege as a result of conduct; in order to meet operational requirements; for temporary administrative control.
- **Special.** Special pass periods may be granted up to 4 days to deserving soldiers for the following reasons: Performance of duty; attend religious events/retreats; alleviate personal problems incident to military service; voting responsibilities; long or arduous deployment; following periods of excessive continuous duty; duty on a public or training holiday.

There are two types of Special Passes:

- **day (72 hrs).** Must include at least one duty day. For example; from Monday afternoon until Thursday morning which is normally about 64 hours.
- **4-day (96 hrs).** Must include at least 2 non-duty days and normally will begin after working hours on a duty day, and end at the beginning of working hours on the fourth day. For example; Thursday evening until Monday morning, normally 88 hours. This pass will not extend beyond 96 hours under any circumstances.

Regular passes do not require documentation. Special passes approved by Battalion or higher level commanders require documentation and are maintained at the approval level. The records for passes are subject to inspection.

Granting passes for periods of duty when personnel are required to be physically present with unit of assignment (IDT, AT, exercises, etc.) is not authorized.

4-7. Absent Without Leave (AWOL)

AWOL is any period of time a soldier is absent from duty station without permission from, or knowledge of, the supervisor. A soldier is considered AWOL when they have not reported for a period of 24 hours. AWOL time is counted as lost time and is measured in day/24 hour increments. All Pay and entitlements are terminated during the AWOL period. AWOL time status constitutes sufficient reason for a soldier to be separated from the AGR program. After 30 consecutive days of AWOL the soldier will be separated for cause.

Once a soldier fails to report for duty for a 24 hour period, the battalion OIC will report the soldier's AWOL status by telephone to the AGR Staffing Managers office. The official must then submit a change of duty status report on DA Form 4187 to change status

from duty to AWOL effective at the beginning of the period of AWOL. A DA Form 4187 is again submitted when the soldier returns to duty.

Soldiers AWOL are subject to disciplinary action in accordance with the Arizona Code of Military Justice.

4-8. Holidays

Holidays will be observed except when military operations prevent observance (See AR 630-5, Chapter 5). When the holiday falls on a Saturday, the preceding Friday will be considered a holiday. When the holiday falls on a Sunday, the following Monday will be considered a holiday. Holidays are:

- New Year's Day, 1 January
- Martin Luther King's Birthday, the 3rd Monday in January
- Washington's Birthday, the 3rd Monday in February
- Memorial Day, the last Monday in May.
- Independence Day, 4 July
- Labor Day, the 1st Monday in September.
- Columbus Day, the 2nd Monday in October.
- Veterans Day, 11 November
- Thanksgiving Day, the 4th Thursday in November
- Christmas Day, 25 December

Chapter 5: Rights of Individual

5-1. Military Technician Restoration Rights

Military Technicians (MT) selected for an AGR tour may, if eligible, exercise restoration rights to an MT position. Individuals will not be restored to MT status solely for the purpose of gaining entitlement to a new period of restoration rights

MT's who separate from technician employment to enter AGR have restoration rights for 5 years. However, this period is subject to change and should be considered when taking an AGR tour.

AGR soldiers must apply to HRO for restoration rights 60 days prior to separation from title 32 tours. If member doesn't apply within 90 of separation then he will forfeit all reemployment rights with the Technician program and be considered as abandoning their position and be processed out of the Technician program. The state must restore the technician within 60 days from the date of application or 60 days after the end of their AGR tour.

5-2. Equal Opportunity (EO) Complaints

Complaints of discrimination based on race, color, gender, religion or national origin may be filed not later than 180 days from the date of the alleged discrimination. See NGR 600-21, NGR 600-23 and AR 600-21. The complaint should be filed with the commander of the National Guard unit having jurisdiction over the personnel or facility where the act of discrimination is alleged to have occurred, or it can be filed directly to:

The Adjutant General of Arizona

ATTN: AZAA-HRE

5636 E. McDowell Road

Phoenix, AZ 85008-3495

Chapter 6: AGR Tour, Continuation, Separation

6-1. Tour of Duty

AGR tours will be for a period of 3 years initially and 6 years thereafter. Personnel may be extended at their current duty station or reassigned at the conclusion of each period. AGR soldiers will be stabilized during their initial tour of duty, except in the event of mobilization or when the needs of the service dictate. Soldiers who accept a subsequent tour are subject to involuntary reassignment within the State of Arizona as command needs exist. Officers will be placed on an indefinite tour after their initial 3 year tour.

6-2 Tour Continuation

Continuation in the AGR program is a privilege earned by performance of assigned duties, maintenance of MOS proficiency, completion of Professional Development Program requirements, maintenance of physical fitness, and meeting retention standards IAW NGR 600-200.

In accordance with NGR 600-5, AGR soldiers will have their records reviewed by the AGR Program Manager at least 90 days prior to the end of their initial tour. All enlisted AGR tour continuations are for 6 years.

Commanders and supervisors must review NGR 600-5 to ensure that AGR soldiers under their command meet all requirements for tour continuation. When soldiers are notified that their records are scheduled to be reviewed by the AGR Program Manager they should review NGR 600-5. AZAA-PRM-A will return records of AGR soldiers if the soldier has not met requirements of NGR 600-5 and correctly provided all information required.

6-3. Separation

All separations from the program, voluntary or involuntary, will be governed by directives published by NGB. All soldiers are expected to complete the period of duty specified in the AGR orders unless separated early from AGR status as outlined below.

Voluntary Separation. ARNG soldiers in AGR status may request early release from the program by submitting a written request through channels to the Adjutant General, Arizona, ATTN: AZAA-HR, at least 60 days in advance of requested separation date. Under no circumstances will the request itself constitute termination. If approved, appropriate orders will be issued by this Headquarters. Termination of AGR status does not affect the remaining AZ ARNG enlistment contract. The soldier will return to their unit of assignment for continued ARNG membership. Once separated from an AGR tour, a soldier is ineligible for another AGR tour for a period of one year. The requirement may be waived by NGB.

Involuntary Separation. Involuntary separation for cause will be administered IAW NGR 600-5. FTS commanders at any level may initiate a recommendation for involuntary separation. The recommendation must be referred to the AGR soldier for rebuttal. The soldier then has 15 days to prepare and submit a rebuttal. The recommendation and rebuttal is forwarded through command channels to The Adjutant General for a final decision. Records of counseling and attempts to take corrective action must be attached to the request.

Mandatory Separation. Mandatory separation, IAW 600-5, may occur without board action for reasons listed below, regardless of expiration date of the current tour. See Chapter 6, NGR 600-5, for specific instructions.

(1) Officers

- At Mandatory Removal Date (MRD) .
- Completion of 20 years of Active Federal Service (AFS), (AR 635-100).
- Twice non-selection for promotion as not fully qualified on latest mandatory consideration or consideration by a reserve officer promotion board convened by HQDA.
- Non-selection by the Qualitative Retention Board.

(2) Enlisted

- At age 60 (AR 135-180).
- At Mandatory Retirement Date (total years Active Federal Service for current grade).

(3) Officer and Enlisted

- Failure to obtain, or loss of, required security clearance
- Conviction by civilian or military authorities for offense that disqualifies the individual for retention. See NGR 63 5-1 00, NGR 600-1 00, NGR 600-1 01 or NGR 600-200.
- Removal from Active Reserve status (i.e. transferred to inactive Ready Reserve or does not maintain AZ ARNG membership).
- Failure to successfully pass the Army Physical Fitness Test as prescribed.
- Failure to maintain the Army weight standards.

- Failure to meet MOS or AOC qualification standards.

Separation for APFT and Weight Control. AGR soldiers who fail to meet APFT standards (two consecutive record failures) or weight control program requirements must be processed for separation from military service, rather than just processed for release from active duty (REFRAD). Processing is accomplished under the provisions of NGR 600-200 and AR 135-178 for enlisted soldiers and NGR 635100 and AR 135-175 for officers.

Reduction in Force (RIF). Reorganizations, realignments, and reductions in the Support Personnel Manpower Document (SPMD) may require the movement, displacement or RIF of our full-time military duty (AGR) soldiers. In most cases, reduction of spaces does not necessarily result in a separation from the full-time program. Management should make every effort to avoid a RIF by considering management-directed reassignments, reduction in grade, early release (retirement) of AGR's with over 20 years of Active Federal Service, and hiring restrictions. See Memorandum: ARNG Active Guard/Reserve (AGR) Reduction in Force (RIF) Policy and Procedures.

6-4. Separation Pay

An AGR soldier who is involuntarily separated, who has served 6 or more years of continuous Active Federal Service immediately preceding their separation date, is entitled to separation pay IAW DOD Pay Manual. The DOD Pay Manual specifies entitlements and limitations to separation pay and computation of pay as follows:

- Full Separation Pay (Non-disability).
- Half Separation Pay (Non-disability).
- Computation of Active Service and Separation Pay.
- Limitations on Eligibility for Separation Pay.

Soldiers separated for APFT failure **ARE NOT** entitled to separation pay IAW the DOD Pay Manual. Soldiers separated for failure to meet weight standards **ARE** entitled to HALF separation pay IAW the DOD Pay Manual.

6-5. Out-processing

Out-processing of AGR soldiers will be conducted through the AGR office using the Out-processing Guide/Checklist for ARNG AGR Soldiers. The checklist is detailed and the importance of each area will be discussed at the time of out-processing.

Soldiers separating from the AGR Program will turn in all ID cards associated with the AGR Program (military and dependent) to the AGR office. In cases of stolen IDs, the separating soldier must provide a copy of a Police Report that explains when and where the ID card(s) were stolen, or the DD Form 214 will not be released. This will result in the soldier's final pay being delayed. In cases of lost IDs, the separating soldier must sign a sworn statement to the effect. Forms for producing a sworn statement for lost IDs are available in the AGR office.

Physical Examination. A physical examination for soldiers terminating from AGR status is not required unless the member is retiring. A separation physical examination

may be requested by the soldier at least 120 days prior to release from active duty (REFRAD). Failure to complete the examination will not be grounds for retention in AGR status. If a soldier has sustained major medical problems or undergone treatment during the AGR tour, a request for a separation medical examination for official recorded purposes is encouraged.

Chapter 7: Medical Care for the AGR Soldier

7-1. General

The administration of the medical health care program for Army AGR soldiers is the responsibility of the Health Services section of MILPO. AGR soldiers in the metropolitan Phoenix and Tucson areas, along with those in the Yuma and Sierra Vista areas are required to utilize the Military Medical Treatment facilities nearest to their location. AGR soldiers in other areas of the state are encouraged to use military medical treatment facilities, when available, for routine medical/dental care. When this is not feasible, authority is normally granted to use civilian medical facilities provided approval is received in advance from the Health Services office.

AGR soldiers requiring specialized care are required to make an appointment at a Military Treatment Facility (MTF). Under no circumstances will civilian specialized treatment be authorized for routine care. A specialist is considered to be a physician certified to practice in a specified field, i.e. dermatologist, orthopedic, gynecologist, allergist, optometrist, etc.

For questions concerning medical care for AGR soldiers, contact the Health Services office. The Health Services office has a 24 hour "Pager" for emergency calls during non-duty office hours. Carry the "In Case of Emergency or Illness" card with you at all times. If you do not have this card, call the AGR office and we will send the card to you immediately.

7-2. Routine Medical Care.

For soldiers not working in Phoenix, Tucson, Yuma or Sierra Vista, the Health Service Office can authorize civilian medical treatment, to include routine sick call. Routine medical care may generally be considered as care required on a non-emergency basis; i.e. annual eye exams, dental exams, etc. The following restrictions apply:

- The total cost for the entire course of medical treatment for a specific condition will not exceed \$250.00 during any one fiscal year.
- The total cost will not exceed \$250.00 during any one fiscal year for dental care. This includes the authorization for one dental exam, cleaning, and x-rays per fiscal year.
- Soldiers are authorized one eye exam per year from federal medical treatment or civilian facilities.
- Elective care in a civilian medical or dental treatment facility is not authorized at government expense. Elective care is defined as non-

emergency care that is not medically required, but is requested or preferred by the patient face lifts, vasectomy, augmentation mammo-plasty).

Any health care provision that is expected to exceed the \$250.00 limit (on medical care per condition treated; dental care per fiscal year) requires that treatment be sought first from a MTF. Requests for care exceeding \$250.00 will go through the Health Services office to AZAA-PRH for approval if care is unreasonably delayed or not available at an MTF.

All soldiers must contact the Health Services office for a control number prior to seeking routine civilian medical/dental care. This control number will be the evidence of prior approval when the request for payment is submitted to the Health Services office. Routine medical/dental care requests submitted without control numbers will be returned for payment by the soldier.

7-3. Emergency Medical/Dental Care.

Emergency Medical Care. In emergencies, medical care may be received from civilian sources without prior authorization. Emergency medical care is defined as: Medical treatment of patients with severe life-threatening or potentially disabling conditions resulting from accident, illness, or sudden onset. These conditions necessitate immediate care to prevent undue suffering, loss of life, or limb.

If a soldier is admitted to a civilian medical treatment facility for emergency treatment, as soon as possible someone from the unit or family contact the Health Services office for instructions regarding transport or continued care. At that time a control number will be issued to identify this particular incident of care. The following information must be reported to the AGR office within 24 hours of any AGR soldiers' civilian hospitalization.

- Hospital Name
- Hospital Address
- Telephone
- Date/Time Admitted
- Diagnosis
- Attending Civilian Physician
- Date/Time unit was notified

If the emergency occurs during non-duty hours, notification should be made the next working day. Submission of the Request for Payment of Civilian Medical Expense Form (Encl 3) and medical bills for civilian care are required as soon as possible after the emergency.

Emergency Dental Care. Emergency dental care (treatments for the relief of painful or acute conditions) may be received without prior written approval. If the emergency occurs during non-duty hours, notification should be made the next working day. (At that time, an identifying control number will be issued.) This care will normally be confined to the relief of the immediate emergency. The placing of a permanent restoration (filling) in a tooth being treated as part of an emergency may be considered as

part of the emergency care, if placed during the emergency treatment. Crowns can not be placed during emergency treatment, and are not considered an emergency treatment.

Line of Duties (LOD's) are required on AGR soldiers when injuries are incurred which may result in future disability claims. Medical expenses will always be paid. However, in the future if the injury was determined to be not in line of duty, then the soldier may not be eligible for disability benefits. Documentation of LOD's for AGR soldiers will consist of a DA 2173 Line of Duty (Encl 4), DA 2823 Sworn Statement of the Soldier (Encl 5) and of a witness, if available, and the medical reports generated by the hospital or doctor. This documentation is forwarded directly to the Health Service office, Attn: NCO Medical Specialist, for completion. Also, if the injury was the result of an accident a DA 285 U.S. Army Accident Report should be filled out and forwarded through channels to the State Safety Officer.

7-4. Prescriptions.

Payment for drugs obtained from civilian sources is limited only to those prescribed by a physician or dentist. Bills for prescription drugs may be forwarded for payment in accordance with the billing procedures below. If prescriptions were obtained separate from an approved doctor's visit, then soldier must contact the Health Services office for a control number prior to submission.

7-5. Travel Orders.

Orders for traveling to an MTF must be requested through the AGR soldier's command using a DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel. Government quarters, meals and vehicle will be used if available, exception to this policy must be authorized through the AGR Staffing office prior to forwarding the DD 1610. Statements of non-availability are required. Copies of the paid DD 1351-2 will be forwarded to SSG Norman upon receipt of reimbursement.

If time does not allow for the DD 1610 to be submitted and returned to soldier prior to travel, the soldier will call the AGR Staffing office for an order number. DD 1610s will still be forwarded for completion by the AGR Staffing office.

7-6. Billing Procedures.

Payment of medical bills for AGR soldier's medical care is **NOT** made by **TRICARE**. Each soldier is responsible for the timely submission of his/her medical bills to the Health Service office. Bills must indicate the amount paid, balance due, if any; and the date paid. If the bill does not indicate that the soldier paid for the treatment, payment will go to the doctor. Documentation for payment is as follows:

Routine and Emergency Medical/Dental Care:

Request for Payment of Civilian Medical Expense with control number.

Original statement of services rendered to include:

- Patient name
- Name and address of care provider

- Providers Federal Tax ID number
- Date of Service
- Diagnosis
- Itemized list of charges

Prescriptions:

Request for Payment of Civilian Medical Expense with control number.

Receipt for medication to include:

- Name of medication
- Quantity
- What the medication is for

Separate cash register receipt if soldier has already paid for medication and is to be reimbursed.

7-7. Profiles

Temporary Profiles: Temporary profiles written on DA Form 3349 will not exceed 3 months. Temporary profiles written on DD For 689 will not exceed 30 days. In no case **will** individuals be carried in a consecutive temporary profile status for more than 12 months without positive action being taken either to correct the defect or to effect other appropriate disposition.

Permanent Profile: Permanent profiles may only be determined by the Army Medical Treatment Facility at Ft. Huachuca. Arrangements are to be coordinated through the AGR office for a more extensive medical evaluation at Ft. Huachuca when consecutive temporary profiles exceed 6 months. The Health Services office will assist service members in obtaining permanent profiles when necessary.

7-8. Physicals

AGR soldiers will update their quintennial physicals at any of the mass physical sites scheduled four times a year. This is the quickest, most accurate army physical available. Scheduling will be accomplished through the BN PAC.

7-9. Over-Forty Failures.

When the service member fails Phase I of their physical, a treadmill test must be done for clearance. Treadmills can be scheduled through SSG Norman to be accomplished at Luke AFB. This is for AGRs only!

7-10. Medical Evaluation Boards (MEB).

MEBs are initiated by the attending physician. However, commander's who suspect a medical condition of a soldier that impairs performance or prohibits retention, may request a medical evaluation of the soldier. This is accomplished by memorandum to the SPMO with supporting documentation, if available, i.e., profiles, physical, medical

documents. Coordination with the active component will be handled by the Health Services office by the Medical NCO.

AGR soldiers must be processed through an active duty Army medical treatment facility. If the MEB recommends non-retention, the active component liaison officer will coordinate the Physical Disability Board through Madigan Army Medical Center, Tacoma, WA.

7-1 1. AGR Medical Records.

Medical reports and records of AGR soldiers will be maintained in accordance with AR 40-66. This regulation provides for the following actions:

- **Record ownership.** Army medical records are the property of the Government. The same controls that apply to other Government documents apply to Army medical records.
- **Protection of confidentiality.** Medical confidentiality for all patients will be protected as fully as possible. Medical information will be used in diagnosis, treatment, and prevention of medical and dental conditions. It will also be used in connection with health of a command, medical research, and other official purposes.
- **Official custodians of medical or dental records.** For reserve components, the State Adjutant General will initiate, maintain, and dispose of ARNG health records (HRECs). For AGR soldiers, Medical Treatment Facilities (MTF) may be the official custodian of the medical or dental records where the soldier uses the facility for medical treatment. Otherwise the State Personnel Service Center is the official custodian of all medical records unless other arrangements are made with that office.
- **Access to HRECS.** All personnel having access to HRECs will protect the privacy of medical information. The extent of access allowed certain personnel is outlined in para 5-4, AR 40-66. Unit commanders are authorized access to HRECs when required for official reasons. Official reasons include, but are not limited to, verification of documentation for participation in the Army Physical Fitness Program, general health of the soldier for mobilization, and concern for the general welfare of the soldier.

When the medical condition of a soldier is under review by an MTF to determine retainability through the Medical Evaluation Board process, medical records will be released to the MTF when requested.

Chapter 8: Promotions

8-1. Maximum Grade Authorized.

The maximum grade authorized for each AGR position is established by the National Guard Bureau. These grades are listed in the Personnel Data System and managed by the SPMO. The grade for each AGR authorized position cannot be exceeded regardless of the grade authorized by the MOTE/TDA.

Soldiers selected for an AGR position are considered the best qualified for the position and the grade for which the announcement specified. Selection to an AGR position with a grade higher than the soldier's current grade does not constitute eligibility for promotion. A soldier selected as best qualified for a position will be eligible for consideration for promotion in accordance with Para 8-3, Promotion Process.

8-2. Positions Upgraded by NGB.

If the maximum grade of the position occupied by an AGR soldier is upgraded by NGB, the soldier will not automatically be considered best qualified for that grade. AGR soldiers must go through the competitive selection process and be found best qualified for both the position and the grade. The provisions of para 8-1.b. and para 8-3 apply regarding any promotion.

If a position occupied by an AGR soldier is upgraded, and providing the soldier has not competed for a position with that grade, the unit has the following options:

- The soldier may remain in the position without any action required. The soldier, however, may not be promoted to the next higher grade.
- Request the AGR office announce the position as an authorized AGR unit vacancy. In this case there must be options to place the AGR soldier in a position into a comparable AGR grade position providing the soldier is not selected as best qualified for the position.

8-3. Promotion Process

The promotion of AGR soldiers is a competitive process and must follow the requirements of the appropriate NGRS, and state policy. To remain competitive soldiers have the responsibility for their career through the military qualification process for both the MOS and the grade and to maintain a professional military bearing.

Before initiating the promotion process for AGR soldiers, the unit must submit a request to the AGR office for clearance for the promotion. The request will be endorsed and returned through channels to the requesting unit.

The distribution of controlled grades (MSG/SGM) will be done in accordance with AZ ARNG Pam 15-5, Controlled Grade Resource Allocation Board. Controlled grades for officers will be allocated by the Chief of Staff according to availability and career management planning.

Chapter 9. Finance

9-1. Initial Pay Processing

AGR In-processing. The following documents are required to be submitted to the Military Pay to establish an account on the Joint Service Software (JSS) system:

- W4 Employee Withholding Allowance Certificate (Federal Tax).
- Employee Withholding Allowance Certificate (State Tax).

- Completed DA Form 5960 (Authorization to start, stop, or change BAH), if applicable - original. Must include copies of a rent/lease agreement or mortgage contract.
- DA Form 3685 (JUMPS Army Pay Elections) - original.
- SF 1199A Direct Deposit Form original. (Section 1 will be completed by the soldier. Sections 2-3 will be completed by, the financial institution)
- Copies of all applicable orders.
- Certificate of Understanding
- DA Form 2058 State of Legal Residence
- DD Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel). This form is optional.

End of Month (EOM) Pay. Soldiers entering the AGR program can expect to receive their first “regular” pay check within 15-45 days after finance receives their INPROCESSING packet from AGR Benefits Representative.

Direct Deposit (Sure Pay). All soldiers who entering on an AGR tour must have direct deposit to a financial institution.

9-2. Advance and Casual Payments

Advance of Station Housing Allowances (ASHA). A soldier may request an advance of BAH upon arrival at the new duty station or upon entering active duty when required to set up a new household from Military Pay. ASHA will not exceed the lesser of three months BAH or the amount shown by actual documentation such as rent/lease agreements and utility statements, security deposits etc. Documentation to support an ASHA is required. This advance is not authorized in the purchase of a residence.

Advance Pay (AP). AP's are intended to provide funds for unusual expenses associated with a Permanent Change of Station (PCS) or, in the case of National Guardsmen, those entering active duty and for which items 1 and 2 above do not apply. One month of AP is computed as Basic Pay, less taxes and SGLI.

- Circumstances must show that there is a definite need for the advance which is not intended to provide funds for reckless or general spending. The following is an extract of the finance regulation AR 37-104-3, para 27-5c(2): The responsibility for making payment of an advance of pay is that of the FAO who must also ensure that the provisions of law are strictly observed. The FAO is not required to make payment on merely formal evidence. If the facts do not justify payment, a reasonable explanation or the submission of further evidence may be required. The FAO must use own judgment as to the evidence on which payment is made since payment is made at the FAO's own risk.
- DD Form 2560 (Advance Pay Certification/Authorization) will be used to request an AP.

Casual Payments (CP). CP's are temporary payments intended to help soldiers overcome financial hardships caused by circumstances beyond their control. CP's are ALWAYS collected back though usually not until entitlements due (for which the CP was given) are credited to their normal monthly pay. The following are general circumstances under which a CP may be paid:

- A soldier initially entering active duty but not in time to receive a regular EOM pay check.
- A soldier entitled to pay which has been excessively delayed through no fault of his/her own.
- A soldier is entitled to pay which has not been excessively delayed in payment but the soldier's financial circumstances warrant immediate payment else a serious hardship would result (not applicable to circumstances caused by a soldier's own negligence-see AER).
- An error in pay caused by administrative or finance personnel.

9-3. Pay & Allowances.

All entitlements ending in the word Pay are taxable. All entitlements which are called Allowances are not taxable.

Basic Allowance For Housing (BAH). BAH is a non-taxable allowance for housing. The amount of BAH is determined by rank, housing costs in the area and whether or not there are family members. This allowance partially reimburses active duty military personnel for their housing expenses if they live in civilian communities. Personnel living in government quarters are not entitled to BAH. A member with dependents who lives in the barracks can receive partial BAH. The entitlements can also change under certain circumstances such as Member married to Member, Member with Roommate. This entitlement takes the place of the BAQ & VHA. BAH is based primarily on two factors:

- Duty Station Zip Code.
- If member is with or without dependents.

The following changes can effect BAH entitlements:

- Marriage/Divorce/Separation
- Soldier marries soldier
- Change of dependents custody
- Single, last dependent child marries
- Single, last dependent child turns 21 & not attending school
- Single, last dependent child attending school turns 23
- Single, not supporting dependents
- Government housing assignment/termination
- Decrease/increase of child support
- Change of duty station Zip Code

See PAY CHANGES for completion of DA Form 5960.

Basic Allowance for Subsistence (BAS).

Officers. Officers are entitled to BAS at all times except when they are provided by, or on behalf of, the U.S. Government. Collection will be made when meals are provided.

Enlisted. Enlisted soldiers who are “authorized to mess separately” have three types/rates of BAS. Listed below are the three rates and the definition of who is entitled to that rate.

- **Separate Rations (SR).** Soldiers who live or work within commuting distance to a dining facility where the installation commander has determined they are authorized to eat.
- **Rations Not Available (RNA).** Soldiers who do not live or work within commuting distance of an authorized dining facility.
- **Emergency Rations.** Soldiers who are temporarily assigned to duty under unusual circumstances where there is no messing or cooking facilities.

Annual Training. BAS will be deducted for all Active Duty soldiers when under field conditions beginning with the date/time of departure and ending with the date/time of return to unit. A DA Form 4187 will be completed IAW AR 600-38 and submitted through the PAC to Military Pay. See figures F-1 And F-2.

Leave. Soldiers on leave are entitled to the BAS rate of SR only. Soldiers drawing RNA's will have the difference between SR and RNA collected back from their pay upon input and collection of leave.

Hospital. Soldiers in a MILITARY hospital will pay for all meals available during their stay. Soldiers who pay at time of departure by cash or check must keep proof of payment as hospitals frequently err in collecting from their pay too. Soldiers electing deduction from their pay will be charged a \$15.00 administrative fee.

Clothing Replacement Allowance (CRA).

There are two rates of CRA, Basic and Standard. Soldiers ordered to active duty for more than six months begin accruing the Basic rate in the seventh month. After three years on active duty soldiers become entitlement to the higher Standard rate. Soldiers who re-enter active duty within 90 days of separation will continue to accrue the Standard rate. CRA accrues on a monthly basis and is paid annually on the soldiers anniversary of the date the soldier last entered active duty.

AGR officers ordered to active duty for more than 90 days are entitled to a \$100.00 active duty uniform allowance provided he/she has not received a \$200.00 initial uniform allowance within the two year period prior to entering the active duty (AGR) tour.

Family Separation Allowance.

Only soldiers with dependents are entitled to FSA. There are four types of FSA. Normally, only Type II, FSA-T is applicable to Title 32 AGRS. Soldiers become entitled to FSA-T when TDY away from the permanent station for MORE THAN 30 days and the dependents do not reside at or near the TDY station.

Special and Incentive Pay.

Many soldiers receive Special or Incentive pay based upon special assignments or hazardous duty. The different types are as follows:

Special Duty Assignment Pay (SDAP). Special and Incentive pay is authorized to soldiers who perform duty designated as extremely difficult by the secretary of the service such as recruiting.

Hazardous Duty Incentive Pay (HDIP). Soldiers under competent orders to participate in regular and frequent aerial flights as crew or non-crew soldiers, and meet other requirements of the DOD Pay Manual, are entitled to Fly Pay.

Aviation Career Incentive Pay (ACIP). Officers required by competent orders to perform operational flying duties and meet minimum flight requirements are entitled to ACIP.

Demolition duty. Soldiers required by competent orders to perform duty involving demolition of explosives as a primary duty assignment are entitled to Demo Pay.

Leave and Earning Statement (LES).

LES's for AGR soldiers are mailed to the AGR personnel office approximately 1-2 workdays before payday. They are broken down by unit and are usually ready for pick-up or distribution by noon on payday. You are expected to read your LES carefully to ensure your pay is correct. Many discrepancies are not discovered until late every month because soldiers do not make a habit of reading their LES's. Do not be afraid to ask "dumb questions" about information on your LES. Be sure that your LES shows the correct Zip Code for your unit. This is what your BAH is computed with and if it is wrong then you can incur a debt or be underpaid.

9-4. Pay Changes.

All soldiers on JSS are paid bi-weekly. DA Form 3685 is required to change a pay option. SF 1199A must also be submitted with the DA Form 3685 when changing financial institutions, their address, or your account number (both in original). If you change your banking institution, **DO NOT CLOSE YOUR CURRENT ACCOUNT** until after your first check is credited to the new account or you may have to do without a paycheck for 15 days. The finance office will not make a temporary payment (CP) for your mistake.

Allotments. DD Form 2558 is used to start, stop or change allotments. A copy of your most current LES and SF 1199A must be attached to each allotment form submitted to the AGR section. When completing item 5, Effective Date, annotate only the year and month (YYMM) in the blocks to avoid confusion as to when you want the action to occur. For example: Change or start 9905 will cause the action to occur at end of the pay period for May or 1 June. Stop 9906 will cause an allotment to deduct one last time at the end of the June pay period or 1 July effectively. Lets say its 5 June and you want an allotment to stop immediately and not deduct any more payments. You would put the effective stop date of 9905 and the previous months allotment would be the last deduction made (assuming you submit the allotment in time for the June finance cut-off).

There are two types of allotments:

Discretionary: Soldiers are authorized a maximum total of 6 of the following types of discretionary allotments:

- Life insurance.
- Support of dependents or relatives.
- Financial institutions for checking, savings, trust, investments, pay off of consumer or car loans.
- Home loan.

Non-Discretionary:

- Savings Bonds.
- Repayment to AER
- Repayment to FHA/DVA
- Repayment to any department or agency of the US Government for overpayment of delinquent taxes to federal, state or local government.
- CFC Contributions
- VEAP

Allotments may not be paid to children under 16.

US Savings Bonds. DD Form 2559 (Savings Bond Allotment Authorization/Active Duty or Retired Pay) Call the Military Pay office for current bond denominations and amount of the purchase price of each bond. Annotate the address where you want the bond sent to in item 13 according to the box you checked in item 9. If it is not the “Third Party,” as indicated in item 13, then cross out “Third Party” and write in next to it either Owner or Co-owner/Beneficiary as applicable.

Pay Documents.

W-4 Employee Withholding Allowance Certificate (Federal Tax). If you want to request an additional dollar amount withheld, you must zero out your exemptions i.e., S-0 or M-0.

A4 Employee Withholding Allowance Certificate (State Tax). Withholding of Arizona State Tax is now mandatory. As an AGR soldier you are an employee of both the federal and state governments. In accordance with Arizona law, by virtue of your primary residence and employment here; you are determined to be a resident of Arizona and are required to pay Arizona State taxes. Only Title-10 soldiers are covered by the federal law which exempts soldiers ordered PCS to another state from paying that state’s taxes. Whether you claim Arizona as your residence for state taxes or not is between you and the Arizona Department of Revenue, but we strongly urge you to consult with them or a tax expert first if you decide not to deduct Arizona State taxes.

DD Form 2494 Uniformed Services Active Duty Dependent Dental Plan (DDP) Enrollment Election. See section on health benefits for program information.

DA Form 5960 (Authorization to start, stop, or change BAH), original. Only the Defense Accounting Officer (DAO) will sign items 15-16. The following documentation must be submitted with this form if applicable:

- Marriage license
- Divorce decree and applicable addendum
- Birth certificates/adoption papers
- Housing assignment termination
- Rent/lease agreement. If a formal agreement is not used then you must get a statement from the landlord certifying the effective date, his and your addresses, her phone number, amount of monthly rent.
- Mortgage agreement. IAW JFTR, documentation must show that the amount claimed does not include other than allowable expenses which are Principle, Interest, Taxes, Insurance, Lot or Berthing fees. In other words, the documentation must specify exactly what the payment consists of.

DD137 Application for BAQ for Members with Dependents. Generally, this form is used to apply for BAH for secondary dependents when the Defense Finance and Accounting Service (DFAS) has approval authority. Examples of secondary dependents are:

- Common-law spouse
- Marriage by proxy / telephone
- Remarriage after Mexican divorce
- Dependent parent
- Unmarried illegitimate child under 21
- Adoption when no certified court decree exists
- Doubt of dependency cases

Name Changes. DA Form 4187 is used to request a name change. Copies of substantiating documents, such as court orders or a marriage license, must also be submitted on a transmittal letter (TL) through the PAC to the Pay Section (Attn.: AZAA-PFC-PM).

Pay Documents. IAW DA PAM 600-8, Chapter 8, All pay documents must be submitted through the unit PAC to the Pay Section (Attn: AZAA-PFC-PM) on a TL.

Monthly Cut-Off for Submission of Pay Changes: The cutoff dates for processing documents received **AT FINANCE** is forwarded to the PAC's monthly by Milpay. Those received after cutoff will be processed for the next pay period.

9-5. Cash Reimbursement for Accrued Leave

Entitlement. Effective 10 FEB 76, soldiers can be paid for no more than 60 days of accrued leave (ACCLV) during their military career. Basic Pay is the only entitlement paid when cashing in accrued leave and is subject to a deduction of federal withholding tax at the rate of 20%. Soldiers must submit a memorandum to request (DA Form 4187) payment of ACCLV through the Personnel Records Branch (AZAA-PRP) to the AGR Personnel Office. If authorized, the direct deposit will be sent the following pay date after

the first day of new tour/extension. Do not send ACCLV requests to arrive in this office more than 30 days prior to the payment date.

9-6. Forms

TD Form W2 (Wage and Tax, Statement): TD Forms W2 are issued by DFAS for all Active Duty soldiers not later than 31 January after the tax year. Soldiers who have separated during the year will be issued a W2 directly to the forwarding address they furnished the finance office on separation which should be annotated on the final pay voucher. Soldiers who do not receive a W2, should contact either the local Defense Accounting Office (DAO) or the Military Pay Section. There is no Hotline or 1-800-# for reissuance of W2's. The soldier should send a pay inquiry with Name, SSN, date of separation, component (Title 32, Active National Guard), address, and phone number.

9-7. Temporary Duty Travel.

Issuance of Travel Advance. Issuance of travel advances are for necessary expenses while traveling on official business. Soldiers should apply for the government credit card. Applications can be received from the AGR Benefits office or from Jack Abeyta, Agency Program Coordinator for the Government Travel Card at (602) 267-2806 or AZAA-PFC-PT. Applications must be submitted through your Brigade Commander for signature before submitting to Jack. The ARNG has expanded the use of the Government Credit card to infrequent travelers in accordance with the general policy of the Department of Defense (DOD) that the Charge Card be used by all DOD personnel to pay for all costs incidental to official travel. If the traveler is a government cardholder, they will draw their advance, not more than 5 calendar days prior to the departure date, via an ATM. In special cases where a traveler needs a travel advance and does not have an Government Credit card, the traveler may request issuance of an advance through the USPFO, Voucher Section. The request for advance, STARC AZ Form 1351R, must arrive not later than 21 days prior to the date of departure on the travel orders. Attach one copy of all applicable orders to include amendments. Request received via fax are acceptable. Advances, after computation, less than \$50.00 will not be processed.

Collection of Travel Advances. All travel advances will be deducted from total entitlements due the soldier upon submission of the completed travel voucher. An advance is an estimate of your travel costs based on certain assumptions which sometimes prove false. For example, information available to the travel clerk may indicate that you will be staying off base when in fact you may end up staying in barracks. In such a case, you would be considerably over-advanced and end up having to pay money back upon settlement of your travel. The point is; don't spend more money than prudent or necessary while TDY and you will not end up in a financial hardship.

Travel Entitlements: Soldiers are entitled to reimbursement for lodging and meals up to the applicable locality rate. Receipts are required for lodging, regardless of the

amount and no receipts are required meals since you are not reimbursed on an actual cost basis.

Privately Owned Vehicle (POV). Unless otherwise authorized, travel by government conveyance is directed in all situations. When authorized to travel POV on a “constructive cost” basis, you are reimbursed on a cents per mile basis plus $\frac{3}{4}$ of a days Per Diem, the total of which cannot exceed what it would have cost the government had government procured transportation been used. In some instances, you may only be authorized “Actual Cost” reimbursement when you choose to drive a POV for your convenience. In such cases your are reimbursed for the actual cost of gas only and must submit a statement certifying that cost. All POV medical travel will be Actual Cost.

Reimbursable Expenses:

- Telephone calls/faxes when certified as necessary in the governments interest by the approving official.
- Cost of travelers checks.
- Authorized passport, visa, and related fees.
- Conveyances between transportation point (airport, etc.) and duty location or point of departure and return.
- Round trip mileage for personal conveyance between point of departure and transportation point.
- Other charges necessary to the successful performance of the duty.
- ATM Fees for Travel Advance + 2.75% for fee.

Receipts for all expenses over \$75 are required.

PCS Travel Allowances. Because of the many variables in calculating PCS reimbursable expenses, this will be discussed directly with the soldier at the time of the PCS or contact the AGR Benefits office for more information at any time.

Travel Lodging Expense (TLE). Soldiers who necessarily occupy Temporary lodging incident to PCS are entitled to a maximum of 10 days TLE. The ten days TLE must be in conjunction with the actual PCS movement and may be taken before departure, enroute, upon arrival or any combination thereof.. A soldier cannot receive TLE for any day they receive travel Per Diem. Also the maximum reimbursement is \$110 per day and depends on such factors as the travel locality rate, number of dependents, and actual cost of lodging. A statement of Non-Availability may be required when doing a PCS near military installations. When occupying temporary lodging for more than 10 days or when dependents occupy lodging on different days, the soldier may designate which days to claim for TLE.